



Schott Communities - Director of Programs

Program: All Schott Center Programs
Title: Director of Programs
Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. Nights and weekends when needed.
Reports to: Executive Director

Schott Communities, a private, not-for-profit agency located in Cooper City, Florida, has an immediate opening for a Full-time Director of Programs. Founded to address the needs of persons who are deaf or disabled in South Florida, the agency is an extension of the ministry of the Archdiocese of Miami for persons who are deaf or disabled. This person will be responsible for overseeing all programs, participants, and program staff. The Director will also ensure that rules and regulations of the programs, the State, and the Archdiocese of Miami are adhered to. This individual will also be responsible for the overall well-being and financial stability of all programs. The Full-time Director of Programs supports the spiritual, social and educational ministry of Schott Communities and performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

Principal Responsibilities Include:

- Interview and hire Program Coordinator, ADT program staff, Art teacher and Saturday program staff (as needed). Ensure ongoing background screenings are conducted on a timely basis.
- Supervise and conduct annual evaluations of Program Coordinator, ADT supervisor(s), Art teachers, and Saturday program teachers.
- Ensure that all programs, staff, participants follow all APD rules and regulations and necessary requirements for Schott's licensure.
- Ensure that all policies and procedures in the ADT Program Manual are being met.
- Oversee ADT Curriculum ensuring that program goals are implemented on a weekly and monthly basis.
- Interview and screen prospective program participants in conjunction with the Case Manager.
- Perform case management duties as needed.
- Provide for staff training assuring that all required certifications and trainings are up to date.
- Assist with grant ideas, implementation, and reporting.
- Meet with ADT Supervisor on a monthly basis and when challenges arise.
- Meet with program staff to discuss curriculum, program participants, and program needs at least once a month.
- Attend implementation meetings and oversee Individualized Education Plans (IEP) goals of each program participant and quarterly and final reports to achieve those goals.
- Oversee data collection and reporting related to IEP's.

- Assess developmental functioning and learning skills of participants in all areas, at regularly
- planned intervals using the ADT Curriculum assessments.
- Lead ADT team meetings, Parent/Guardian meetings, Support Coordinator conferences, Steering Committee meetings as needed.
- Ensure that all billing is done in a timely manner for all programs. Understand all billing and be ready to process it when needed.
- Oversee schedule of activities, make program adjustments as needed and provide alternative/fill-in instruction when necessary.
- Attend periodic sessions and/or courses to ensure compliance with APD guidelines and regulations.
- Coordinate special activities and events with Program Coordinator and Program Supervisor.
- Other duties as assigned.

Qualifications/Experience:

Master's degree in Social Work, Mental Health Counseling, or Special Education. 5-7 years of experience working with developmentally disabled populations and at least three years of experience in a supervisory capacity.

Interested applicants, please email iramirez@schottcommunities.org. No phone calls please.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil